

Name		
Address		
City	State	ZIP+4
Phone (     )	Fax (     )	
E-mail address		
Company (optional)		

# Tumwater

## Contractor Training Registration

### Friday, February 5, 2010

**Mail copy of this registration form to:**  
**Dept. of Labor & Industries**  
**Attn: Shari Purves-Reiter**  
**PO Box 44400**  
**Olympia WA 98504-4400**

**OR FAX to: 360 902-5292**  
**OR Call: 360 902-4733**

**Select one class in each time frame by checking the corresponding box.**

**PLEASE make Copy of this registration for your reference at the workshop.**

Time	Room	Course Title	
<b>7:30 AM</b>	Check-in and networking		
<b>8:00 AM</b>			
<input type="checkbox"/>	Auditorium	Bidding, Estimating and the Bottom Line	
<input type="checkbox"/>	S117	Prevailing Wage	1 Hour 55 Minutes
<input type="checkbox"/>	S118	Manufactured Housing Installer # (Take with any class at 10am)	
<input type="checkbox"/>	S119	Accident Prevention / Safety	
<input type="checkbox"/>	S126	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	S130	Plumbing Code Training – Part 1**	
<b>10:00AM</b>			
<input type="checkbox"/>	Auditorium	Bidding, Estimating and the Bottom Line	
<input type="checkbox"/>	S117	Construction Contracts – What you should know!	1 Hour 55 Minutes
<input type="checkbox"/>	S118	Jobsite Safety Set-up and Your Weeklies	
<input type="checkbox"/>	S119	Accident Prevention / Safety	
<input type="checkbox"/>	S126	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	S130	Plumbing Code Training – Part 2***	
<b>12:00PM</b>	Lunch – on your own		
<b>1:00PM</b>			
<input type="checkbox"/>	Auditorium	How do I Protect Myself and My Business	
<input type="checkbox"/>	S117	Basic Cash Flow Management	55 Minutes
<input type="checkbox"/>	S118	New Contractor Overview	
<input type="checkbox"/>	S119	Get Money Back from L&I – Say It's So!	
<input type="checkbox"/>	S126	Overtime, Breaks and Deductions	
<input type="checkbox"/>	S130	Electrical Licensing 101 *	
<b>2:00PM</b>			
<input type="checkbox"/>	Auditorium	Subcontracting: Learn About Common Subcontracting Pitfalls!	
<input type="checkbox"/>	S117	The Essentials of Business Planning	1 Hour 25 minutes
<input type="checkbox"/>	S118	Green Building	
<input type="checkbox"/>	S119	Everything You Wanted to Know About Your L&I Account	
<input type="checkbox"/>	S126	This Applies to Me? Small Business, Big Requirements!	
<input type="checkbox"/>	S130	Saving Money on Unemployment Premiums	
<b>3:30 PM</b>			
<input type="checkbox"/>	Auditorium	Effective Marketing for Contractors	
<input type="checkbox"/>	S117	Hiring an Independent Contractor / Prime Contractor Liability	1 Hour 30 minutes
<input type="checkbox"/>	S118	OSHA 300 Recordkeeping	
<input type="checkbox"/>	S119	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	S126	Fall Protection and Personal Protective Equipment	
<input type="checkbox"/>	S130	Plumbing Contractors – Certification Requirements*	

Please add my E-mail address to L&I List Serve to Receive ☐ Quarterly Update Newsletter ☐ Training Update

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other \_\_\_\_\_

**Classes will be located in the**  
**Dept. of Labor & Industries Building**  
**7273 Linderson Way**  
**Tumwater, Wa**  
**98501**

- ☐ \*I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which requires attending two (\*) required classes plus one other fee is \$48.00. (Last 3 time slots)
- ☐ \*\*I will attend the - Code Training Part 1 for 2 hours of Plumbing Code CEU fee is \$24.00.
- ☐ \*\*\*I will attend the - Code Training Part 2 for 2 hours of Plumbing Code CEU fee is \$24.00.
- ☐ # I want to obtain 4 hours of Manufactured Installer CEU # Class Plus 2 additional hours – Fee \$40.00



# Free Training for Construction Contractors

**Where: Dept. of Labor & Industries Building  
7273 Linderson Way  
Tumwater, WA 98501**

**When: February 5, 2010, 8:00 AM – 5:00 PM**  
**Check-in and networking begins at 7:30 AM**

What are recent workshop attendees saying about the Contractor Training Days...

- .. "I really enjoyed the workshop! Great learning opportunity and great instructors!"
- "As a new practitioner in this area, the presentation and handouts were excellent and very informative"
- "Thank you for this "free" opportunity to learn more and help our business"

**Don't miss out on this great training event! Fax in your registration today!**

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## Course Descriptions and Presenters

**Prevailing Wage** (*Experienced contractor*) – Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Laura Herman, Prevailing Wage Technical Specialist with L&I.

**New Contractor Overview** (*New contractor*) – Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Dennis Yonker, Contractor Compliance Inspector 2.

**Everything You wanted to know about your L&I Account** (*New contractor*) - Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Patrick Shanahan, Policy Management, L&I.

**Get Money Back from L&I – Say It's So!** (*Experienced contractor*) - Yes, you can control and reduce your workers' compensation costs, and even get money back through the Retrospective Rating program! Learn tips and tools for your success, including hiring and training the right people for the right jobs; maintaining your accident prevention and safety plans; and appropriate and timely responses after an injury occurs. Find out about benefits, requirements and enrollment options for the Retro program. Presented by Ann Jarvis, Vice President of Safety & Education for Associated Builders and Contractors of Western Wa. (ABC), and a 30 year construction industry veteran, and Jessica Nau from the L&I Retrospective Rating Program

**Managing Claims to Control Your Industrial Insurance Costs** (*All contractors*) – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by: Lori Evans, Claims Unit Supervisors, Labor & Industries.

**Overtime, Breaks and Deductions** (*Contractors with employees*) – Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. In Seattle Presented Carlena Anderson, Industrial Relations Technical Specialist Agency with L&I.

**Accident Prevention Plans / Safety** (*All contractors*) – Learn how a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a "Safety Culture" in your workplace. Presented by Jim Szpek, L&I, Safety Consultant.

**Bidding, Estimating and the Bottom line** (*New contractors*) - The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Bruce Weech, L&I Specialty Compliance Supervisors and 20 year construction industry veteran.

**THIS APPLIES TO ME? Small Companies and Big Requirements** (*New Contractors*) -Small companies often wonder what laws, regulations, rulings, and safety programs apply to them. And when they find out, they are often overwhelmed. Even companies that have no employees or just one are often required to provide a safe jobsite and written programs. Find out how to find out what safety programs you are required to have and how you can use the tools available to you to comply, it is easier than you think! Presented by NW Independent Contractors Association. (Contact this presenter concerning CEU Credit for this course).

**Effective Marketing for Contractors** (*All contractors*) – Learn the differences between "marketing" and "advertising"; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Program Director for Building Industry Association of Washington.

**Hiring "Independent Contractors" in Washington State / Prime Contractor Liability** (*All contractors*) – Learn the distinction between an "independent contractor" and an employee. This course will help you understand when you must meet safety standards, pay workers' compensation premiums, meet wage & hour requirements and pay unemployment insurance. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Steve Benfield of Labor and Industries.

## Course Descriptions and Presenters, continued

**\*Plumbing Contractors – What You Need to Know** (*All Contractors*) – Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries. (Plumbing Industry Related CEU course)

**\* Electrical Licensing 101** (*All Contractors*) - This class will explore the breakfast chat stories about who really can do electrical work, when electrical permits are needed, and is there any such thing as minor work. New permit types, licensing rules, and available on-line services will be discussed. Presented by Faith Jeffrey, Electrical Audit Manager (Plumber Industry Related CEU Course. Electrician /administrator /trainee CEU credit is not given.)

**The Essentials of Small Business Planning** (*New Contractors*) – Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented by Joe Freet, Tacoma SCORE.

**Basic Cash Flow Management - Understand Your Business Financials:** (*New Contractors*) Determine and anticipate the cash flow needs of your business so you don't run out of money. Learn how to use financial statements as a management tool. Presented by Joe Freet, Tacoma SCORE.

**Saving Money on Your Unemployment Insurance Costs** (*Contractors with employees*) – Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UI rates assigned and recent changes to the Unemployment Insurance Tax law. Presented by Verna Orr, from Employment Security.

**State Taxes Sales, Use and B&O** (*All contractors*) – Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin, Tax Payer Information Specialist with DOR's Taxpayer Education Section.

**Subcontracting: Learn About Common Subcontracting Pitfalls!** (*Subcontractors*) – Learn about common subcontract terms that generals tend to use to put the subcontractor in a position where it is difficult to win in a dispute. This class will include a review of problematic clauses such as pay-if-paid, change directives, warranties, pass-through claims, etc. and how to deal with these clauses. Never blindly sign a subcontract again. Presented by Sage Linn, Attorney with Linville Law Firm, PLLC.

**How do I Protect Myself and My Business?** (*All Contractors*) – Why you should or should not form a corporation, an LLC, a sole proprietorship. Get tips and information on protecting yourself and your business from liability and the tax consequences. Also learn how and when to get a personal guarantee and do a credit check to make sure that your clients will not leave you holding the bag. Presented by Seth Millstein, Attorney with Linville Law Firm PLLC.

**Construction Contracts – What You Should Know!** (*All Contractors*) – Learn the benefits and advantages of using written contracts, the necessary and optional provisions and clauses building and remodeling contracts require and when and how to seek legal help. Presented by Sage Linn, Attorney with Linville Law Firm, PLLC

**Fall Protection and Personal Protective Equipment** : (*All Contractors/Employees*) – Workers who work above 4' from a platform must use fall protection and be trained on its use or implementation. Often at 10', personal fall arrest or similar systems must be used. This class covers anchors and their requirement, personal fall arrest systems, written Fall Protection Plans (both on and off the jobsite) and is the required training for your employees. The written Personal Protective Equipment plan and Job Hazard Analysis is also covered. Presented by the NW Independent Contractors Association (NICA).

**OSHA 300 Recordkeeping for Contractors** (*Contractors with Employees*) – Learn which types of injuries and illnesses are recordable under OSHA and how to make entries on OSHA/WISHA recordkeeping forms. Also learn about the OSHA 300 posting requirements and the annual survey of occupational injuries. Presented by Teri Neely, Safety and Health Specialist at Labor and Industries.

**Plumbing Code Training – Part 1** – (Plumbing Code CEU course) Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries.

**Plumbing Code Training – Part 2** – (Plumbing Code CEU course) Current code, the UPC and Washington Amendments, highlights of recent code changes. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries.

**# Manufactured Housing Installer** (Continuing Education Credit) – Learn the latest statute, code and rule changes and the most common installation problems. Presented by John McMillan of the Factory Assembled Structure Program at Labor and Industries.

**Green Building – What is it all about?** (*All contractors*) - Learn more about Washington's green building programs and the advantages of going "green". Discover the established rating system that incorporates green building principles from start to finish. Green Building focuses on: energy efficiency; site and water considerations; indoor air quality; and materials selection to provide homes that are less expensive to own and operate, provide greater comfort, durability and are good for the environment. Presented by Jan Rohila, Education Director, BIAW

**Job Site Safety Set-up and Your Weeklies?** (*Contractors with employees or subcontractors*) – Toolbox talks and jobsite inspections – a “how-to” guide for contractors. Review of the basics of how to do weekly jobsite inspections and how to hold toolbox talks. Also, a discussion of online resources for these two activities as well as what has been identified as pertinent to the audit and meeting process. Learn what postings and documentation are required for your job site – for example – site safety plan, required postings, first aid and more. Presented by Randy Guzman, Assistant Safety Director for Associated General Contractors.

**You can send more than one person from your company to this training.  
Just make a copy of the registration form and send one for each person.**

Department of Labor and Industries  
Specialty Compliance Services  
Attn: Shari Purves-Reiter  
PO Box 44400  
Olympia WA 98504-4400

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PERMIT # 312



Washington State Department of  
**Labor & Industries**

## **Free Training for Construction Contractors** **February 5, 2010 Tumwater, Washington**

- Want to learn how to **save money** on Workers Compensation premiums or your Unemployment Premiums?
- Do you need to **update** your Accident Prevention plan?
- Do you have a **written Business Plan**?
- Have you ever wondered whether or not you should **incorporate your business**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Contractor Training Day**. Twenty-Five different classes on everything from marketing your business to safety training to customer service issues.

The course has been approved for Plumbing Continuing Education Credit – see our website for details and CEU fee. <http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/>  
OR call 360 902-4666.

This course has been approved for Manufactured Installer Continuing Education Credit – See our website for additional <http://www.lni.wa.gov/TradesLicensing/FAS/InstallerCert/Renew.asp> information or call: 360-902-6710